



# AGENDA

## EI SEGUNDO RECREATION & PARKS COMMISSION

### AQUATICS SUBCOMMITTEE MEETING

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July 17, 2023  
10:00 AM  
City Council Chambers  
City Hall  
350 Main Street, El Segundo 90245

The Aquatics Subcommittee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of Aquatics Subcommittee members regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the City Clerk's Office during normal business hours. Such documents may also be posted on the City's website at [www.elsegundo.org](http://www.elsegundo.org) and additional copies will be available at the Aquatics Subcommittee meetings. Unless otherwise noted in the agenda, the public can only comment on City- related business that is within the jurisdiction of the Aquatics Subcommittee and/or items listed on the agenda during the Public Communications portions of the Meeting. Additionally, members of the public can comment on any Public Hearing item on the agenda during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person. Before speaking to the Aquatics Subcommittee, please state: your name, residence, and organization/group you represent, if desired. Please respect the time limits.

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Brandee Thornton, Senior Administrative Specialist, [bthornton@elsegundo.org](mailto:bthornton@elsegundo.org) or, 310-524-2774. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.**

#### MEETING OF THE EL SEGUNDO AQUATICS SUBCOMMITTEE Monday, July 17, 2023 – 10:00 AM - 11:30 AM

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF MINUTES

**PUBLIC COMMUNICATION – (Related to City Business Only for which the Aquatics Subcommittee is responsible – 5-minute limit per person, 30-minute limit total)**

**D. ORDER OF BUSINESS:**

1. Review of the Aquatics Manager Job Classification and Goals
2. Review of Regional Master Swim Clubs
3. Discuss Aquatics Subcommittee Workplan

**Next Meeting:** August 21, 2023, 10:00 am.

**ADJOURNMENT:**

**POSTED BY:**

Date: 07/11/2023

Time: 10:00 am

By: Brandee Thornton



**AQUATICS SUBCOMMITTEE**  
**Meeting Minutes**  
**Monday, June 19, 2023, 10:00 a.m.**

**A. CALL TO ORDER** – The meeting of the Aquatics Subcommittee was called to order by Chairperson Mancini at 10:00 a.m.

**B. ROLL CALL** –

|                         |         |
|-------------------------|---------|
| Chairperson Aly Mancini | Present |
| Member Lance Giroux     | Present |
| Member Kelly Watson     | Absent  |
| Member Lee Davis        | Present |
| Member Jeanette Gant    | Absent  |
| Member Joseph Lormans   | Present |
| Member Linnea Palmer    | Present |

**C. PRESENTATIONS** – None

**D. PUBLIC COMMUNICATIONS** – *(Related to Commission business only and that is within the subject matter under the jurisdiction of the Commission – 5 minutes per person; 30 minutes total. The Brown Act does not all the Commission to act on any item not on the agenda.)*

Clay Evans, Southern California Aquatics (SCAQ) representative, shared that the unreliability of the El Segundo Aquatic Center pool temperatures are causing him to lose business.

Karina Liberty-Gurr, an El Segundo resident, informed the subcommittee that Alpha Aquatics is started to host their tournaments at one of the Torrance pools because El Segundo has become cost prohibitive.

Kim Shockley, an El Segundo resident, shared that ESAC brings notoriety to El Segundo in the aquatic's world. She also shared that she has begun to swim at other regional pools outside of El Segundo due to the cost of lane swimming with SCAQ.

Sean Gale, an El Segundo resident, asked why the rates are increasing at ESAC. He also inquired about the cost of rates for SCAQ compared to the resident rates for swim.

Member Giroux clarified that the City does not own ESAC and addressed concerns about the pool temperature and design of the facility. He shared that the Wiseburn School District will need to make the improvements required to resolve heating issues. Member Giroux also mentioned that there is a pending lawsuit related to the construction of the pool heaters.

Member Giroux asked if the rates have increased for Alpha Aquatics. Member Palmer informed that the rates increased from \$15.00 to \$15.50 which is the same as Beach Cities.

**E. SPECIAL ORDER OF BUSINESS** –

Creation of an Aquatics Subcommittee Work Plan

The Subcommittee set the following goals for the work plan:

1. Master Swimming and Programming Benefits for the Community

**Member Davis** asked what the plan is for masters swimming in El Segundo when Clay Evans retires (SCAQ). He expressed that he wants to resolve their frustrations. He is seeking direct information from the user group so staff can resolve their difficulties. Member Davis also mentioned that he was pleased to hear about the pending lawsuit related to the pools. Member Davis wants the El Segundo Aquatics Division to focus on catering to El Segundo residents and serving all people. He wants to quantify users, including user groups, to figure out the cost that is being subsidized.

**Chairperson Mancini** informed that the City is working on a payment plan with SCAQ to bring their accounts up to date. She also mentioned that if they fall behind with their payments in the future, they will lose pool use privileges. Chairperson Mancini informed the group that some of the difficulties being faced in the Aquatics division will be resolved once the Plunge reopens. A large portion of the issues staff and user groups are currently facing are since ESAC is being used for recreation when the focus originally was for the facility to focus on cost recovery.

**Member Giroux** asked about SCAQ attendance and Member Lormans informed that their program is steadily rebuilding after the pandemic. Member Palmer informed the subcommittee that they have reduced the number of lane reservations. Member Giroux reiterated that ESAC is being used as a catchall while the Plunge is being renovated.

**Member Palmer** informed the subcommittee that a fee study was conducted in recent years showing that the fees being charged to user groups are in line with surrounding cities.

## 2. Plunge Update

**Chairperson Mancini** shared that project managers are currently being interviewed to oversee the Plunge project. The team is on schedule with their construction drafts being 85% completed. Construction is set to begin in Q1 2024. There has also been an addition of family restrooms to the Plunge facility. Updates will be presented at the June 20, 2023, City Council meeting.

## 3. Discuss Aquatics Subcommittee Workplan

The subcommittee agreed that the July meeting will focus on creating smaller workgroups within the subcommittee to create a work plan.

Member Giroux's goal is that there is 100% cost recovery at ESAC once the Plunge is reopened. That plan should also include the cost of staffing the facility.

## F. MEMBER COMMENTS –

Member Giroux – No Comment

Member Watson - Absent

Member Davis would like the subcommittee to consider offering priority registration for all aquatic activities to El Segundo residents. He also recommended that the City bring on a consultant to review the fees and cost recovery efforts for ESAC. Member Davis requested the Pool Technician position be moved from Public Works to the Aquatics Manager. Member Giroux will mention this at the next City Council meeting.

Member Gant - Absent

Member Lormans will work on creating a master swimming list.

Member Palmer will work on a study of fees, facility rentals, public usage, and membership once both pools are open.

Chair Mancini – No Comment

**G. ADJOURNMENT –**

Adjourn to the next meeting on June 19, 2023, at 10:00am.

Meeting adjourned at 12:12pm

# AQUATICS MANAGER

**DEFINITION:** Manages, promotes and enhances the image and awareness of the City's comprehensive aquatics programs at multiple aquatic venues, which includes daily operations, facilitating, coordinating, and marketing community programs and activities, overseeing customer service, partnering with permit organizations for facility rentals, leading staff development, and promoting the safety and wellbeing of all patrons and staff.

**SUPERVISION RECEIVED AND EXERCISED:** Receives administrative supervision from the Director of Recreation, Parks, and Library. Exercises general supervision over administrative and operations staff.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

## **Characteristic Duties and Responsibilities:**

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Develops, manages, oversees, and supervises the City's comprehensive aquatics facilities and programs including instruction, recreational classes, and marketing events for the community;

Directs and works collaboratively with aquatics staff to provide and promote a full range of aquatics services and programs;

Oversees general operations and partners with Public Works to facilitate maintenance and upkeep of city facilities that support community aquatic programs;

Develops and implements operation policies, identifies and documents preventative and emergency maintenance needs and future capital improvements;

Determines annual staffing levels and partners with Human Resources to ensure staffing levels are met. Develops and closely monitors annual budget for aquatics programs;

Oversees development of schedules for permit groups in accordance with the City Council approved Pool Allocation Guidelines;

Develops annual work plans for each aquatics site, including a master calendar of events and special activities. Makes revisions as necessary;

Monitors and evaluates overall effectiveness of aquatic programs; implements ongoing assessment of aquatic operations and programs; and makes recommendations regarding long-term goals and objectives for programs and services;

Oversees execution of marketing and communication strategies developed in collaboration with the department's communications coordinator;

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Class Code: 001-400-5202-XXXX

Ensures all aquatic rules and regulations are clearly posted and enforced;

Establishes strong relationships with all user groups, neighbors, and community stakeholder groups; develops methods for regular and ongoing communication;

Attends and represents the City at public and community meetings;

Handles sensitive patron complaints in a timely and effective manner;

Conducts studies and user surveys, maintains, and analyzes records and prepares a variety of reports including customer satisfaction reports, and periodic status reports to advisory groups and commissions;

Keeps abreast of and provides regular department updates on changes in state code, and new quality standards in aquatics;

Prepares and presents staff reports;

Attends City Council meetings as needed;

Regularly and predictably attends work; and

Performs related duties as assigned.

**KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

Knowledge of modern principles, practices and philosophies for maintaining and operating aquatic facilities

Professional certifications of aquatic service delivery;

Aquatic facility management and operations;

Knowledge of applicable federal, state and local laws, codes and regulations related to aquatics programs and facilities

Curriculum and program development for aquatic programs;

Budget development and management;

Principles and practices of leadership, supervision, and training;

First aid methods and safety precautions used in aquatics;

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Principles and practices of supervision and training;

Effective management and leadership techniques;

Principles, practices, and techniques of marketing, public relations, and communications;

Effective customer service techniques; and

Safe work practices.

**Skill in:**

Planning, organizing, and coordinating the operations of a comprehensive aquatics program at multiple sites;

Preparing and presenting clear and concise oral and written reports and recommendations;

Fostering a strong sense of teamwork and a positive organizational culture of the aquatic staff;

Addressing and resolving conflicts and disputes with a high degree of responsiveness;

Collaborating with staff and organizations to develop programs and strategies that promote and enhance the image and awareness of the City' aquatics facilities and related offerings;

Communicating effectively both orally and in writing;

Leading, managing, supervising, and training of employees;

Using a personal computer and applicable software applications;

Understanding and following directions and instructions;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with a variety of stakeholders including City staff and City officials, community groups, boards and commissions, and the public.

Will be required to work weekends, evenings, and extended hours.

**QUALIFICATIONS:**



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Class Code: 001-400-5202-XXXX

**Experience:** Five (5) years of recent, paid work experience developing, managing, organizing, supervising, and promoting aquatics programs, including two (2) years of supervisory experience is required.

**Education:** Equivalent to a Bachelor's degree (minimum 120 units) in Recreation, Public, or Business Administration or a related field is required.

**Licensing/Certificates:**

Due to the performance of some field duties which require the operation of a personal or City vehicle, possession of a valid and appropriate California driver's license and acceptable driving record are required.

Possession of valid American Red Cross or other National/State accredited certifications in Lifeguarding/First Aid/CPR/AED and Water Safety Instructor are required at appointment.

Possession of a valid American Red Cross Lifeguard Training Instructor Certificate or Water Safety Instructor Trainer Certificate and a Certified Pool Operator License within six months of appointment.

**WORKING CONDITIONS:**

The work is regularly performed indoors and outdoors in variable weather conditions. May encounter pool chemical odors and first aid related biohazards. Required to work a varied schedule that will include days, evenings, weekends, and holidays. May be required to wear a uniform while on duty. Physical demands may include bending, kneeling, squatting, sitting, running, swimming, standing, water rescue, climbing and lifting moderate weight.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Bargaining Unit: Management and Confidential  
Established: June 12, 2023

## **Regional Masters Swimming Programs**

- West Hollywood Aquatics (2 Locations) - [West Hollywood Aquatics | U.S. Masters Swimming \(usms.org\)](#)
- Silverpeak Performance (2 Locations) - [SPP \(silverpeakperformance.com\)](#)
- Tower 26 (2 locations, currently uses ESAC) - [TOWER 26](#)
- South Bay Swim Team (1 location – Hawthorne) - [South Bay Swim Team Home \(teamunify.com\)](#)
- Royal Swim Team (2 locations) - [Royal Swim Team Home \(gomotionapp.com\)](#)